



**CITY OF JONESVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY AGENDA  
SEPTEMBER 10, 2019 - 7:30 A.M.  
CITY HALL**

- 1. CALL TO ORDER**
- 2. PRESENTATIONS AND RECOGNITIONS**
  - A. Klein Tool Building Site Assessment
    - i. Todd Campbell and Roman Wilson – Fishbeck, Thompson, Carr & Huber, Inc.
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES** – July 16, 2019 Meeting
- 5. PUBLIC COMMENT**
- 6. NEW BUSINESS**
  - A. Downtown Survey [Action Item]
  - B. Façade Improvements [Action Item]
  - C. Project Updates [Information Item]
    - i. MDOT Signal Modernization Project Update
- 7. OTHER BUSINESS**
- 8. ADJOURNMENT**– Next Scheduled Meeting: **Tuesday, November 12, 2019 7:30 a.m.**



To: Jonesville DDA Board  
From: Jeffrey M. Gray, City Manager   
Date: September 6, 2019  
Re: Manager Report and Recommendations – September 10, 2019 DDA Meeting

**2. A. Klein Tool Building Site Assessment**

Todd Campbell and Roman Wilson will be in attendance to discuss the Site Assessment that is currently taking place at the building through a grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE – formerly MDEQ). Mr. Campbell and Mr. Wilson are with the environmental firm Fishbeck, Thompson, Carr & Huber and are overseeing the environmental sampling and development of the assessment report.

**6. A. Downtown Survey**

**[Action]**

The Downtown parking and trash survey results are attached. The results have been divided between responses for the north side of US-12/Chicago St. and the south side. Chairman Toffolo and I have met to review the results. This agenda item is reserved for a review of the analyses that have been conducted to address parking concerns, particularly on the north side of the street. Parking construction costs, on-street parking options, signage, and tenant concerns will be considered. Following discussion and input from the DDA, Chairman Toffolo has offered to meet individually with those who received the survey to discuss the results and planned next steps. *Please refer to the attached survey results.*

**6. B. Façade Improvements**

**[Action]**

Since the last meeting, Chairman Toffolo and I met with our Community Assistance Team representative from the Michigan Economic Development Corporation (MEDC), Paula Holtz to discuss Downtown issues, including the need for funding for façade improvements. Ms. Holtz has advised that there may be a near-term grant opportunity for grants to fund local façade programs.

I would recommend that the DDA consider taking a few actions to be prepared if this opportunity comes available. First, I would recommend amendments to the existing façade program guidelines. The existing guidelines are attached for reference. Due to funding constraints, recent grants have been limited to a maximum of \$2,500. If grant funds are received, larger awards could be provided. I would recommend that the DDA consider increasing the limit to \$25,000, subject to available funding and annual budgeting.

The Program Description section on page 1 is recommended to read, as follows:

The Jonesville DDA may reimburse up to 50% of the cost of eligible building improvements, not to exceed \$25,000. The reimbursement is to offset actual costs incurred in completing eligible exterior façade improvements. The applicant's 50% match for the façade grant may include structural improvements such as roof and foundation repair, and/or electrical, HVAC, and plumbing upgrades.

Grant awards are provided on a first-come, first-served basis. The actual amount of the DDA grant is subject to available funds and the annual DDA operating budget.

Additional references to the current \$2,500 limit would be adjusted to reflect the amended limit.

In addition, the Design Guidelines section on page 2, should be amended to reference the Design Standards for Downtown buildings listed in Section 9.04 of the Zoning Ordinance. These standards are also attached for reference. I would recommend that this section read as follows:

Projects approved for façade improvement program funds must comply with all applicable City of Jonesville ordinances, including the Design Standards for Downtown buildings described in Section 9.04 of the Zoning Ordinance and included in Appendix A of these program guidelines. Projects must comply with applicable building codes. Building permits and plan approvals, if applicable, shall be obtained prior to commencing work. Fees and costs associated with permit approvals are not eligible for reimbursement by the façade grant program funds.

Local matching funds may be required to leverage the State grant dollars. I would request that the DDA consider making the \$25,000 currently held in the Revolving Loan Fund reserve available for this purpose and to authorize the City Manager to work with the DDA Chair toward the required application.

I believe that there will be local interest for the changes to the program, provided that there are additional funds to support it. I have communicated with 4 Downtown property owners that previously contacted me about façade improvements. I have received quotes for work ranging from \$6,000 to \$60,000 from those owners. *Please refer to the current Façade Improvement Program Guidelines and Downtown building Design Standards.*

**6. C. Project Updates**

**[Information]**

This item is reserved to address status updates on a number of projects, as identified on the agenda and any others that members may have questions about.